



Mohamed Halith K A

Sales Executive cum Procurement Coordinator.

Email: halith_wizard@yahoo.com

Contact: **966 50 073 6207**

WhatsApp#: **966 50 073 6207**

PROFILE SUMMARY: -

Highly experienced commercial and procurement department with 11 years of experience in executive planning at Saudi Arabia. Dedicated and committed to growing and expanding businesses with a proven track record of success. Holds extensive knowledge of business practices, economics and acquiring. Prioritizes strong communication skills to delegate tasks and leads employees effectively. Development analytical and evaluation skills to make the best acquisition and investment decisions.

EDUCATION QUALIFICATION: -

- **MBA** - Master of Business Administration - Marketing – Alagappa University – 2017.
- **BBA** – Bachelor of Business Administration – Bharathidasan University – 2009.

CERTIFICATIONS: -

- **PGDCA** – Post Graduate Diploma in Computer Application.
- **Junior Grade in Type Writer.**

EMPLOYMENT HISTORY: -

Company	Designation	Duration
Trading and Development Partnership Riyadh, KSA. (Geosynthetic Division – HDPE liner, Geotextile, GCL and HDPE Pipes)	SALES EXECUTIVE CUM PROCURMENT COORDINATOR	Since March 2019- Till date

Responsibilities:

- Handling more than 25 clients & 20 suppliers all over Saudi Arabia & overseas.
- Prepare the Tender documents / Quotation and submittal to client as per client requirements.
- Receiving Quotations from supplier, reviewing, evaluating and negotiating with supplier.
- Preparing and issue the Purchase Order to suppliers.
- Coordinating with the project team for selected services and purchases.
- Coordinate with other departments within the organization to secure delivery, payments, and PO closing.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Preparing client /customer orders for deliveries.
- Posting the sale and Purchase invoice in ERP System.

- Preparing and updating project forecast.
- Assist and Supporting with General Manager, Marketing Manager and Marketing Executive in completing agreed activities.
- Supporting with Finance department month-end and year-end closing process.
- Supporting with store month-end and year-end stock closing.
- Supporting with the senior accountant and wider finance team.
- Responsible for maintain warehouse stock.
- Making invoice for delivered materials / services to client.
- Invoice submittal thru client portal. (Ma'aden, SAP Arabia and L & T Portal).
- L.C. invoice preparing.
- Payment follow up.
- Finalizing client invoices and doing regular follow up on the payment collection.
- Responsible for maintaining the statement of account of all clients.
- Responsible for process all payments to suppliers.
- Responsible for looking the statements of account of all suppliers and their payments.
- Perform physical verification of stock warehouse Vs ERP system on monthly basis.
- Maintained accurate stock records and schedules for delivery.
- Handling payment process PO / NON-PO base thru ERP system.
- Coordinate with supplier and client for material delivery.
- Monitor actual performance against the project budget for each project.
- Review and recording of Accounts Receivable and payable transaction.
- Accounts payable assistant process invoices, resolve account discrepancies.
- Making petty cash payments and preparing the monthly petty cash claim.
- Preparing sales report monthly, quarterly and yearly.

PREVIOUS EMPLOYER:-

Company	Designation	Duration
Trading and Development Partnership Riyadh, KSA.	SECRETARY CUM COMMERCIAL ASST.	March 2012- Feb. 2019

Responsibilities:

- Supporting with General Manager and Marketing Manager in completing agreed activities.
- Making quotation and tender document and send to client.
- Preparing presentations.
- Taking care of clients and answering thru email their requirements.
- Supporting with company staff in assigned project based work.
- Maintaining office staffs and technicians record.
- Making petty cash payments and preparing the monthly petty cash claim.

Company	Designation	Duration
Global Computers Kadayanallur, Tamil Nadu, India.	SALES AND ACCOUNTANT	Oct. 2009 to Dec. 2011

Responsibilities:

- Monitoring the Daily Banking operations.
- Preparing Daily / Monthly Cash Flow Statements.
- Preparing monthly Pay Roll Reports
- Preparing the Daily Sales Report Cash and Credit Card Amounts.
- Monthly The Visa and MasterCard and Span Account Credit Card Reconciliations summary.
- Supervised the Daily Transactions
- Ensure Proper Stacking.
- Attending Customers in Show Room.
- Maintaining store cash and Inventory.

SKILLS: -

- ERP System (ASCON)
- Excellent interpersonal communication
- Efficient multi-tasking
- Negotiation and persuasion

PERSONAL PROFILE: -

Father name : Abdul Gani K S
Marital Status : Married
D.O.B : 10 May 1989
Languages know : Tamil, English, Malayalam and Arabic (intermediate level)
Nationality : Indian
Driving License : Available, KSA

I hereby declare that the above-mentioned details are correct to the best of my knowledge.

(Mohamed Halith K A)